

## **Supervisor Mentoring 101 Schedule of Topics**

9 March 2013, 1300 (CE Class Room)  
EQUAL EMPLOYMENT OPPORTUNITY OFFICE  
Presenter: Major David Duran  
Objective: Continuing Human Relations Education

6 April 2013, 1300 (CE Class Room)  
INFORMATION PROTECTION  
Presenter: James Spencer  
Objective: Understanding Information Protection and Security Clearances

18 May 2013, 1300 (CE Class Room)  
NO BRIEFING - CI INSPECTION

1 June 2013, 1300 (CE Class Room)  
SUPPLEMENTS: DRUG POSITIVE!?  
Presenter: LtCol Teresa Lanier, Medical Officer  
Objective: Educate your workforce on supplements and the risk of a drug positive.

13 July 2013, 1300 (CE Class Room)  
TRAINING RECORDS UNDER THE MICROSCOPE.  
Presenter: MSgt Kerri Lane, FSS/Training Office  
Objective: Conducting your own SAV on your section's training records before the Inspection.

3 August 2013, 1300 (CE Class Room)  
AGO Form 3, WHAT'S A BULLET STATEMENT GOT TO DO WITH IT?  
Presenter: SSGT Charmaine Pozo  
Objective: AGR, Technician, DSG....How to properly prepare a promotion package

7 September 2013, 1300 (CE Classroom)  
FORCE MANAGEMENT: FAIL TO PLAN; PLAN TO FAIL.  
Presenter: MSgt Patricia Switzer, ROM  
Objective: Understanding Force Management principles and practices that support mission readiness.